

## POSITION AVAILABLE

Hancock County Board of Supervisors will be accepting resumes through December 4, 2015 for the position of County Administrator. See county website for a complete job description

[www.hancockcounty.ms.gov](http://www.hancockcounty.ms.gov)

## POSITION AVAILABLE

JOB TITLE: County Administrator  
DEPARTMENT: Board of Supervisors  
REPORTS TO: Board of Supervisors  
SALARY: DOQ

Summary: The Board of Supervisors of each county which is required to operate on a countywide system of road administration shall appoint a qualified person as County Administrator. Hancock County is such a county, and is hereby advertising for that position. The County Administrator, under the policies determined by the Board of Supervisors and subject to the Board's general supervision and control, shall administer all county affairs falling under the control of the Board and carry out the general policies of the Board in conformity with the estimates of the expenditures fixed in the annual budget as adopted by the Board.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain an office for the Board and prepare a budget for his/her office subject to approval of the Board
- Be responsible for carrying out the policies adopted by the Board of Supervisors
- Exercise supervision over (1) the boards or other divisions of county government—except for the Sheriff's Department—financed in whole or in part through taxes levied on county property and (2) purchases from vendors whose bids have been accepted by the Board of Supervisors under the provisions of law, ensuring those purchases are compliant with said laws
- Prepare annual budget for consideration by the Board of Supervisors and assist the board of supervisors in preparation of the tax levy
- Assist the Board of Supervisors in ensuring compliance with approved budgets, budget amendments and related laws
- Make inquiry of any person or group using county funds appropriated by the board of supervisors
- Have general supervision over county-owned parks, playgrounds and recreation areas
- Be the liaison officer to work with various divisions of county government and agencies to see that county-owned property is properly managed, maintained, repaired, improved, kept or stored
- See that all orders, resolutions and regulations of the board of supervisors are faithfully executed
- Make reports to the board from time to time concerning the affairs of the county and keep the board fully advised as to the financial condition of the county and future financial needs
- Keep the board of supervisors informed as to federal and state laws and regulations, which affect the board of supervisors and county

- Be charged with the responsibility of securing insurance coverage on such county property as the board shall decide should be insured and of securing any other insurance required or authorized by law or deemed appropriate in the discretion of the Board of Supervisors
- Receive inquiries and complaints from citizens of the county as to the operation of county government
- Meet regularly with the board of supervisors and have full privileges of discussion but no vote
- Perform any and all administrative duties that the board of supervisors could legally perform themselves and that can legally delegate without violating the laws of the state nor impinging upon the duties set out by law for other officers

#### MINIMUM REQUIREMENTS

- The county administrator shall take official oath of office and shall give bond to the board of supervisors, with sufficient surety, to be payable, conditioned and approved as provided by law

#### KNOWLEDGE AND SKILLS

- Knowledge in employment law, compensation, organizational planning, employee relations, training and development is preferred
- Excellent interpersonal and coaching skills
- Excellent oral and written communication skills
- Demonstrated ability to interact effectively with the Board of Supervisors
- Excellent computer skills in Microsoft Windows environment to include Excel, knowledge of AS400 and paper link and skills in database management and record keeping
- Evidence of the practice of a high level of confidentiality
- Basic English skills
- Excellent customer service skills

#### EDUCATION AND/OR EXPERIENCE

- Bachelor's degree from an accredited college or university and a Mississippi Driver's License preferred
- Knowledgeable experience in any of the following fields: work projection, budget planning, accounting, purchasing, cost control or personnel management
- Minimum of 5 years of county government experience preferred

You can email your resume to [suzette.necaise@co.hancock.ms.us](mailto:suzette.necaise@co.hancock.ms.us) or mail to Hancock County Board of Supervisors Attn: County Administrator 854 Highway 90, Suite A, Bay St. Louis, MS 39520